

**MEMORANDUM OF UNDERSTANDING (2627.04) BETWEEN  
PETALUMA CITY (ELEMENTARY) AND JOINT UNION HIGH SCHOOL  
DISTRICTS AND PETALUMA FEDERATION OF TEACHERS**

The Petaluma City Schools District ("District") and The Petaluma Federation of Teachers ("PFT"), hereinafter referred to as "the parties," agree to the following Memorandum of Understanding ("MOU") regarding **High School Bell Schedule Working Conditions**.

**Advisory Section:**

Site-based shared decision-making will be used to resolve any questions/exceptions/concerns regarding advisory use.

**Purpose**

The advisory period provides time for academic support for all students, consisting of study hall, student check-ins with teachers, time for make-up assignments, etc. It will not include delivering new instruction or introducing new content.

- The advisory period will be part of the regular schedule.
- Administration will provide necessary resources and scheduling support to ensure effective implementation. Administration will generate and supply all materials for the dissemination of school-wide information or school-wide activities at least two full school days ahead unless an emergency arises.
- All full-time and some part-time teachers (see guidelines below) will participate in the advisory period, supervising and assisting their assigned students.
- Teachers will only be assigned students currently on their class rosters or caseloads to ensure continuity and familiarity. Recognizing a student need, teachers may voluntarily opt in to support students beyond their contact load, including students not on their class roster and caseload.

**Teachers will:**

1. Take attendance.
2. Supervise and maintain a productive study environment.
3. Provide academic support on existing material. Teacher retains discretion on what academic support looks like.
4. Facilitate access to additional resources as needed.
5. Disseminate school-wide information.

### **The advisory period will not be used to:**

1. Deliver instruction or content that requires teacher preparation.
2. Assign extra work beyond support tasks.
5. Disseminate school-wide information.

### **Special Education Configurations**

Special education teachers will be assigned to an advisory section in one of two ways: In most cases, students with IEPs will be assigned to one of their general education teachers for the advisory period. Special education teachers will be assigned to co-facilitate an advisory section. SpEd teachers will have students not on their roster in these settings.

Some students with IEPs may be recommended to attend advisory with a special education teacher in lieu of a Study Skills section to support greater flexibility in their schedule. These advisories will not be taught in substitution of a teacher's regular section allocation.

SOCC teachers will be assigned the advisory period with students from their SOCC caseload.

Decisions regarding the best program for individual students will be determined through shared decision-making at the site level with support from the Director of Special Services.

### **Guidelines for part-time teachers**

1. All 0.8 FTE teachers will be scheduled so they participate in the advisory period.

### **Class Size and Contact Load**

1. Class sizes and contact loads will follow established limits in the collective bargaining agreement. The advisory period will not be included in the contact load calculation.
2. Teachers will be assigned five (5) sections with no more than three (3) sections on A days and B days.
3. The scheduling of teacher prep periods is based on the scheduling needs of the school.

As stated in the collective bargaining agreement (Article VI, Section G, Item 2), teachers are expected to be on campus during this time except when necessary for professional responsibilities.

**Itinerant Teaching, Classrooms, and Prep**

The increase in the number of teachers at our high schools may require the sharing of classrooms. Some teachers may be required to have multiple room assignments. Teachers will not be guaranteed the use of their classrooms for their prep time.

PFT president and Human Resources will work with site administration to ensure appropriate facilities exist to accommodate specific academic or programmatic needs (i.e., station based classes) for all planned courses and resolve any concerns or disagreements.

Site administration will provide teachers an opportunity to request a specific prep period to support the academic program.

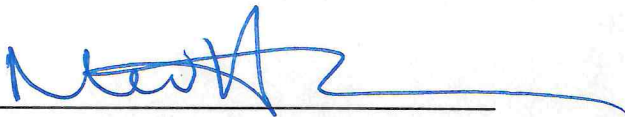
**English Learners**

Decisions regarding the best program for individual students will be determined through shared decision making at the site level.

**This MOU is non precedent setting and expires on June 30, 2027 unless extended by mutual agreement of the Parties.**

For Petaluma School District

For Petaluma Federation of Teachers

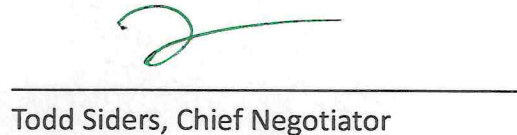


Matthew Harris, Superintendent

Sandra Larsen, President



Jennifer Hansen, Assistant Superintendent  
of Human Resources



Todd Siders, Chief Negotiator

5/20/2026  
Date

5-20-26  
Date